



King County

OCCUPATIONAL EDUCATION AND TRAINING COORDINATOR

DEPARTMENT OF COMMUNITY AND HUMAN SERVICES

Community Services Division/Work Training Program

Hourly Rate Range: \$21.9920 – 27.8761

Job Announcement No. 03ES3129

OPEN: 1/27/03 CLOSE: 2/3/03

WHO MAY APPLY: This Career Service position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Work Training Program, 821 Second Avenue, Suite 500, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Estella Torres at (206) 296-5220 for further inquiries. **Please note: Applications not received at the location specified above may not be processed.**

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/exec/bred/ed/worklink.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. For a copy of the application form, visit our web site at: <http://www.metrokc.gov/exec/bred/ed/worklink.htm>

WORK LOCATION: Various locations in King County. **(Will need own reliable transportation or the ability to travel around King County in a timely manner.)**

WORK SCHEDULE: Typical work hours are 35 hours per week, 8:30 AM – 4:30 PM, Monday through Friday, but alternative schedules may be assigned as required by the program.

PRIMARY JOB DUTIES INCLUDE:

- Develop educational opportunities and coordinate with educational resources staff in the community;
- Directly teach small groups of individual clients. Prepare individual daily lesson plans; monitor client educational progress; coordinate activities with clients' school, case manager and home, if needed.
- Write policy to address program needs; adjust programs; schedules; and, staffing patterns an space use to best serve clients;
- Attend required fund source meetings; speak to various community and service groups; write grants and grant-related reports and other evaluations.
- Supervise ADA school district contractual relationships and negotiate student placement.
- Work as a member of the Work Training Program team.

QUALIFICATIONS:

- Bachelor's degree in education.
- Thorough working knowledge of youth development centers and theories of youth development.
- Ability to train other professionals in structural methods and curriculum.
- Ability to work with individuals of diverse cultural socio-economic and ethnic backgrounds
- Experience working with at-risk young adults.
- Working knowledge of teen and adult learning styles and learning disabilities.
- Ability to communicate clearly and effectively with students from diverse cultural and socio-economic backgrounds.
- Must be able to work as a team member and have good interpersonal and facilitation skills.

PREFERRED QUALIFICATION: Special Education Certificate

NECESSARY SPECIAL REQUIREMENTS: Washington State Teaching Certificate. Valid Washington State Driver's License. Must pass the Washington State Patrol background check.

CLASS CODE: 8207

POSITION NO.: 93-8207-0617